

Copy

**MAGISTRATES
OFFICE**

Nancy C Martin, Court Administrator
(334)6154150
(334)793-1369 Fax

Memo

To: Magistrates/Clerks

From: Nancy Martin

Date: 9/23/04

Re: Minor Changes in Assigned Duties

When I re-assigned job duties at the end of June, I advised everyone that after 2 to 3 months, I might make some minor changes in the assignments some of the job duties. After observing everyone with their new job duties for almost three months, I am making some minor adjustments.

Instead of distributing a memo containing the changes, I have incorporated the changes I made into the attached list. Please read the list very carefully. The job duties list attached is effective as of Monday, September 27*1. Any questions or comments concerning this are to be directed to me.

ACKNOWLEDGED RECEIPT OF BY:

Melanie Walsh
Ann Bader
Melissa Woods
Dana Fowler
Laverne Mace
Dana Mace
• Page 1

DATE
9-23-04

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9/24/04

Lumia Knight - 9-24-04

Longa Monfield 9-24-04